

POLICE LIEUTENANT

GRADE: PO9

STEP PROGRESSION: 1-16

FLSA: NON-EXEMPT

CHARACTERISTICS OF THE CLASS:

The Police Lieutenant performs difficult professional and intermediate administrative work as a commander for an assigned tour of duty with supervisory, operational and administrative responsibilities and may also be assigned to command any of the various support division of the Police Department. Incumbent must be a versatile, responsible individual able to function within established frameworks. Incumbent exercises considerable independent judgement in applying policy and legal concepts associated with field operations, support services, inspection services and internal affairs. This position may report to the Chief of Police or to a Bureau Police Captain

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Directs the operations and activities of assigned shift or division to achieve all required goals and objectives.
- Performs any supervisory duties as assigned by the Chief of Police.
- Analyses and reviews existing or proposed policies and procedures for feasibility and clarity, and recommends changes as necessary.
- Supervises the actions of subordinates to ensure that all their duties are performed in an efficient and effective manner.

- Monitors appraisal and control systems to determine the level of performance of the uniformed and civilian employees under their control, the accomplishment of the Department's goals and objectives, adherence to law, policy and procedure, and the proper identification and resolution of problems.
- Maintains a high level of professional competency and a model standard of conduct.
- Acts on behalf of a Higher Ranking Officer in their absence as directed.
- Participates as required in senior Police staff discussions which establish and update major Police Department policies and procedures.
- Advises and informs the Police Chief or Bureau Police Captain on significant trends and activities in their area of responsibility, submitting written reports or studies as required.
- Meets with subordinates to discuss means of maintaining or enhancing effective operations in the field.
- Assumes responsibility for the coordination and control of any major Police activity occurring during their tour of duty.
- Researches, writes and implements written procedures as required.
- Performs special investigation as directed.
- Maintains close working relationship with other law enforcement agencies.
- Performs other related duties as assigned.
- Responsible for achieving assigned objectives and for ensuring that all assigned personnel are provided with all available knowledge of Police service needs.
- Responsible for supervising and evaluating assigned duties of personnel to ensure performance is prompt, effective and courteous.
- Responsible for identifying and providing the training and education required to promote high levels of performance and expertise.
- Responsible for maintaining the integrity of Police operations to ensure the highest levels of public confidence in the effectiveness and responsiveness of the police.

QUALIFICATIONS:

Required Training and Experience:

Any combination of experience and education equivalent to a Bachelor's degree in the field of criminal justice, law enforcement, public or business administration or a related field; with a minimum of three (3) years of supervisory law enforcement experience at the rank of sergeant in a position with progressively more responsible duties; at least three (3) years continuous police service with the City of Rockville. Must have demonstrated knowledge of staff functions. No criminal conviction history. Possession of an appropriate driver's license valid in the State of Maryland and a good driving record. **Must pass a thorough background investigation.** Must meet, and maintain ability to meet, established physical fitness requirements. Must be a United States citizen.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of law enforcement management and of the Federal, State and City laws.
- Thorough knowledge of the overall programs and activities of the police agency.
- Thorough knowledge of the organization, functions, powers, policies and procedures of the City Police Department.
- Thorough knowledge of the principles and practices of management, organizational behavior and supervision.
- Considerable knowledge of police support systems serving operations; communications, manual and computer based records, and City/County human services used by police.
- Thorough knowledge of the geographical layout of the City.
- Ability to effectively allocate time and resources to ensure all duties and responsibilities are fulfilled.
- Ability to analyze situations objectively and make sound decisions.
- Ability to communicate clearly both orally and in writing.
- Ability to maintain a good working relationship with other department employees, other public agencies and the general public.